

EU|UK FORUM

A guide to participating in virtual events

✓ Access to the event

- You will receive a URL via email the day before the event which will take you directly to the event.
- If you have any issues with access please email us at info@eu-ukforum.com

✓ Have your tech ready

- Ensure that you are using either **Google Chrome or Mozilla Firefox** Internet browsers and that you have a strong and stable connection.
- A laptop or computer should be used to be able to use all the interactive features, but the conference can also be watched on a phone or tablet.
- Use headphones to listen to the sessions and test your audio before joining.
- To be able to use the networking aspect, make sure your microphone and webcam are also enabled.

✓ Join the event

- The event platform will open 5 minutes before the session is due to start. To gain access please click the link in the reminder email that you will receive before the event is due to start.
- Use this time to fill out your profile so other members know a little about you, which is crucial for the networking aspect. You can connect your Twitter account or LinkedIn profile here if you wish and upload a photo of yourself.
- You will find the session schedule and speakers of the day displayed on the reception page. Once the event has begun you will see the session labelled 'LIVE': click to join.
- Be an active participant! Do not hesitate to respond to speakers and moderators' questions via the chat function.

Using the platform

✓ The main features on Hopin

- The 'Stage' will host the session.
- The 'Networking' feature matches you with another member via video. If both participants 'connect', contact information will be exchanged which can be found in the event dashboard.
- The 'Chat' function will appear on the right of your screen. The 'Session' tab is a chat about the current session, the 'Event' tab is to communicate with everyone in the event more generally.
- The 'People' tab will show you who is present at the event. Click on someone to find out more information or start a private chat.
- Should you need help at any point in the event, please click on the 'People' tab, and click on Rebecca Matheson, the event organiser to send a private message to her.



The event platform